



**Planning Commission Special Meeting
October 26, 2022
7:00PM
City Hall
102 Butler Street, Saugatuck, MI**

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:** (Voice Vote)
3. **Approval of Minutes:** (Voice Vote)
 - A. Regular Meeting Minutes – August 18, 2022
4. **Public Comments on Agenda Items:** (Limit 3 minutes)
5. **Old Business:** None
6. **New Business:**
 - A. **Election of Chair/Officers**
 - B. **Discussion of 2023 Priorities**
7. **Communication:** None
8. **Reports of Officers and Committees:**
9. **Public Comment:** (Limit 3 minutes)
10. **Adjourn**

NOTICE:
Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

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**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":
2698572603

Please send questions or comments
regarding meeting agenda items
prior to meeting to:
rcummins@saugatuckcity.com

***Public Hearing Procedure**

- A. Hearing is called to order by the Chair
- B. Summary by the Zoning Administrator
- C. Presentation by the Applicant
- D. Public comment regarding the application
 - 1) Participants shall identify themselves by name and address
 - 2) Comments/Questions shall be addressed to the Chair
 - 3) Comments/Questions shall be limited to three minutes
 1. Supporting comments (audience and letters)
 2. Opposing comments (audience and letters)
 3. General comments (audience and letters)
 4. Repeat comment opportunity (Supporting, Opposing, General)
- E. Public comment portion closed by the Chair
- F. Commission deliberation
- G. Commission action



Minutes Planning Commission Meeting *Proposed*
August 18th, 2022, City Hall
102 Butler Street, Saugatuck, MI
7:00 PM

Call to Order:

The meeting was called to order by Chairperson Fox at 7:00 p.m.

Attendance:

Present: Broeker, Fox, Gardner, Gaunt, LaChey and Manns.

Absent: Heriford

Others Present: Interim Zoning Administrator / City Manager Heise.

Approval of agenda:

A motion was made by Gaunt, 2nd by Manns to approve the agenda. Motion carried 5-0.

Approval of Minutes:

A motion was made by Gardner, 2nd by Manns to approve the minutes as presented for July 21st, 2022. Motion carried 5-0. Amendment to motion as follows, A motion by Gardner, 2nd by Manns, to include in the July 21st minutes recognition of Cindy Osman service to the Planning Commission and our Commissioners' gratitude for her service. Motion carried 5-0.

Public Comment on Agenda Items:

City Attorney Witte reviewed the Planning Consultants report indicating there are some deficiencies in the application and that the Planning Consultant recommends tabling the agenda item 665 Spear Street until those deficiencies can be remedied.

Public Hearing:

A. Hearing was called to order by Chairman Fox at 7:08pm.

B. Summary by the Zoning Administrator:

Lynn Flowers and Nicholas Betts have applied for site reconfiguration and additions that will exceed .3:1 floor area ratio at 665 Spear Street. This property is located in the CR-COMM RES R-1 Zone District. The purpose of this memo that has been drafted by Cindy Osman is to provide a review of the standards for this site plan review, and how the ordinance relates to this application.

C. Presentation by the Applicant:

Applicant Dr. Nicholas Betts presented his and Lynn Flowers application to the Commission.

D. Public comment regarding the application:

- 1) *Participants shall identify themselves by name and address*
- 2) *Comments/Questions shall be addressed to the Chair*
- 3) *Comments/Questions shall be limited to three minutes*

1. Supporting comments (audience and letters):

Mark Shirey, Laketown Township Resident, and potential builder for the project spoke to clarify missing information in application.

2. Opposing comments (audience and letters):

Jim Bouck, City of Saugatuck Resident.
Laura Godfrey, City of Saugatuck Resident.
Frank Mocini, City of Saugatuck Resident.
Nancy Kimble, City of Saugatuck Resident.

3. General comments (audience and letters):

Dr. Nicholas Betts, City of Saugatuck Resident and Applicant asked the Commission questions for clarification. He asked to present revised plans during the meeting.

4. Repeat comment opportunity (Supporting, Opposing, General):

The applicant spoke during deliberation with thoughts of withdrawing his application and returning at a later date with his updated plans. The Commission reviewed the timeline for re-submitting the new application.

E. Public comment portion closed by Chairman Fox at 7:55 p.m.

F. Commission deliberation:

The Commission concurred that the applicant is requesting to withdraw his application and return at the later date with his updated plans. The Commission looks at the Ordinances when they are reviewing special land use and determine whether or not it is appropriate based on the factors laid out to review.

G. Commission action:

Motion by Manns, second by Gardner, to accept the applicant's withdraw of the application and for it to be reviewed upon future submission. Upon roll call vote, motion passed 5-0.

Old Business: None

New Business:

665 Spear Street

Communication: Letter from Jim Selman.

Public Comments: None:

Mark Shirey-Laketown Resident, asked Commission clarification on the footprint of the house. Commission directed applicant to Zoning Director.

Reports of Officers and Committees:

Commissioner Gardner- noted there is a conflict between the letter the Commission received from Senator Nesbitt and the what the Commission is actual reading of the House Bill 4722.

Commissioner LaChey- Thanked Commission for the opportunity to be on the Commission.

Commissioner Broeker- will not be in attendance at the next meeting.

Adjournment: Motion by LaChey, second by Manns, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,

Jamie Wolters, Saugatuck City Clerk



Planning Commission Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 10-26-22

SUBJECT: 2023 Priorities

DESCRIPTION:

Vice-Chair Manns is requesting that the Planning Commission have a discussion about priorities for 2023.

In January 2022, the Planning Commission discussed the following goals for 2022 and 2023:

1. Continued Improvement of the Zoning Ordinance
 - a. Progress:
 - i. The Planning Commission began reviewing some possible ordinance amendments. A public hearing was scheduled but postponed.
 - ii. The Planning Consultant (David Jirousek) has made a recommendation to staff to do a comprehensive review for potential changes.
2. Master Plan Review/Development
 - a. Progress
 - i. The Planning Commission heard a presentation from the Planning Consultant about Master Plan reviews and updates.
 - ii. The Planning Commission selected Commissioner Gaunt as their representative for an updated Tri-Community Master Plan.
3. Increasing Citizen Participation in the Planning Process
 - a. Progress
 - i. The Planning Commission was provided with techniques to gather public input by the Planning Consultant.
4. Identifying Planning Commissioner Education and Training Opportunities
 - a. Progress
 - i. The Planning Commission was advised of the Citizen Planner Program through MSU Extension.

It is recommended that the Planning Commission discuss progress towards the current goals, what they desire to remain a priority for 2023 and next steps.

Additional items that could also be considered as a priority include:

A. Short Term Rentals

- In July, the Planning Commission discussed the need to have short term rentals be a part of the master plan discussion.
- Michigan House Bill 4722 passed in the house and is awaiting a full senate vote. At the suggestion of City Council, staff has reached out to the Michigan Municipal League to provide a presentation to both the City Council and Planning Commission.

B. Fee In Lieu of Parking

- Staff understands that the city previously had a fee in lieu of parking for developments that did not provide off-street parking. If these fees were reimplemented, they could be used to support public parking infrastructure and increased public transportation offerings.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion item only at this time.